

WET2021-online Instructions for presenters

1. Zoom Pre-Connection Test for WET2021-online (designated time at 3rd or 5th August)

- a) Prepare your PC, install Zoom and make a slide for testing of share screen in Zoom.
- b) Participate Zoom Pre-Connection Test at the designated date and time.

Please see the file “Guidance for Zoom Connection Test for WET2021-online “ sent by email for details.

Also see Presenter’s Manual in our website.

2. Poster File Submission (to be submitted by 26th July 2021)

- a) Presenters are required to submit the following poster file by 26th July 2021 to wet@jswe.or.jp, as an email attachment.
- b) The poster should be made using the template file “Instruction & Template for Poster_WET2021-online”. Do not forget converting the poster to PDF file without setting security.
- c) Optionally, an additional audio file can be used for poster viewing. If you submit an audio file in the specified format (mp3 format, within 3 Mb, within 3 minutes), it will be posted together with the PDF. Audio files that do not follow this format will not be posted.

3. Oral Introduction Presentation (On the day)

- a) Prepare your PC, install Zoom, make presentation slides for share screen in Zoom and login. (See Presenter’s Manual in our website for details).
- b) Your display name in Zoom should be “presentation number_familyname_affiliation”. For example, if your family name is “HATA”, affiliation is “JSWE” and your presentation number is 1A-2-e, the display name should be “1A-2-e_HATA_JSWE”.
- c) Strictly keep presentation time shorter than THREE (3) minutes. Session chair may interrupt your presentation if it is time.
- d) All questions and discussions should be made at the Q&A session (in breakout room). No time for questions and discussion will be given in the short oral presentation. If you need assistance, please ask WET2021-online staff by chat, or email (wet@jswe.or.jp).

4. Q&A Session (In breakout room, On the day)

- a) After the oral presentation time, there will be 4cycles of Q&A Session. Move to the breakout room with the name of your lecture number at the designated cycle.
- b) Make presentation again, or have discussions in breakout room. You can share your screen whole time in your designated Q&A Session in the breakout room.
- c) In this session, you can use both pre-submitted Poster manuscript and PPT files for this session as you like.
- d) Since PDF file can adjust magnification, you may find it easy when explaining it to your audience. However, this does not preclude the use of the Power-point presenter tool.

5. WET Excellent Paper Award

The WET Excellent Paper Award will be given for outstanding papers submitted to JWET (Journal of Water and Environment Technology). The awardees of WET Excellent Paper Award for WET2021-online will be nominated from the presenters of WET2021-online who submitted full papers by June 21st, 2021, through JWET online submission site.

The submitted full papers are reviewed through regular reviewing process.

The awardees of WET Excellent Paper Award for WET2021-online will be invited to WET2022, where they will give award lectures and win the award.

6. WET Excellent Presentation Award

Presenters who submitted the poster manuscript by 26th July 2021 will be eligible for the award.

The awardees of WET Excellent Presentation Award will be announced at the closing ceremony on 12th August.

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